

## Submittal Requirements for Master Sign Program Applications

<b>Required</b>	<p>Please use this as a checklist to assemble the materials required for your Master Sign Program application when submitting the application through the <a href="#">Accela Citizen Access</a> (ACA) portal. The following items must be submitted in order to process your application. Please follow ALL hyperlinks for complete checklist. <b><u>If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and rejected.</u></b></p>
<input type="checkbox"/>	<p><b>Instructions:</b></p> <ol style="list-style-type: none"> <li>1. All plans and documents <u>must</u> be uploaded in <b>PDF</b> format.</li> <li>2. A separate PDF document is required for <u>each</u> plan type (i.e., one PDF required for <b>all</b> site plan documents; one PDF for <b>all</b> elevation plans; etc.).</li> <li>3. If ACA portal requires a document type not included on this checklist, upload blank PDF document called “Dummy Document”.</li> </ol>
<input type="checkbox"/>	<p><b>Complete Application in <a href="#">ACA</a> portal.</b> Choose “<b>Signs</b>” as the Record Type. Indicate that this application is a “Master Sign Program” in the description.</p> <p><input type="checkbox"/> Provide full contact information including email addresses for all applicants and/or owners who are stakeholders of the project.</p>
<input type="checkbox"/>	<p><b>All Required Fees Paid</b></p> <p><b>Fees</b> will be invoiced after application is submitted. All fees must be paid before application is deemed complete. Fees must be paid within three days of fees being invoiced (e-mail will be sent). Please note fees are updated annually on July 1<sup>st</sup>.</p>
<input type="checkbox"/>	<p><b>Preliminary Title Report or Grant deed showing property ownership (Electronic)</b></p>
<input type="checkbox"/>	<p><b><a href="#">Letter of Owner Authorization</a> (If Owner is not the Applicant) (Electronic)</b> Shall include name phone, address and email.</p>
<input type="checkbox"/>	<p><b>Master Sign Program Proposal (Electronic, uploaded into the system):</b> Detailed description of what is being proposed, including the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Computation of the maximum area for individual signs, the height of signs, and the number of freestanding signs.</li> <li><input type="checkbox"/> Color schemes, lettering, and graphic styles (if tenants are not known, generic styles may be presented)</li> <li><input type="checkbox"/> Lighting and sign construction materials.</li> <li><input type="checkbox"/> Sign dimensions (if tenants are not known, generic dimensions may be presented).</li> </ul>
<input type="checkbox"/>	<p><b>Project Site Plan and Elevations (Electronic, uploaded into the system)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A site plan layout showing the location(s) of building(s), parking lots, driveways and landscaped areas; (detailed and dimensioned)</li> <li><input type="checkbox"/> An accurate indication on the site plan of the proposed location(s) of each proposed sign and existing sign(s) which are to remain.</li> <li><input type="checkbox"/> Include all required information from <a href="#">Sign Review Application Submittal Checklist</a>.</li> </ul>

**Document Responding to the Following Supplemental Findings (Electronic, uploaded into the system):**

- The proposed signs are compatible in style and character with any building to which the signs are to be attached, any surrounding structures, and any adjoining signage on the site;
- Future tenants will be provided with adequate opportunities to construct, erect, or maintain a sign for identification; and
- Directional signage and building addressing is adequate for pedestrian and vehicular circulation and emergency vehicle access.
- Light and glare will not negatively affect nearby residential uses.
- Additional findings for Alternative Designs which do not conform to some or all of the applicable sign standards:
  - The sign design and materials are of equal or greater quality than existing signs in the surrounding area and the standard requirements for signs on the site;
  - The sign design and materials are equal or greater quality than that which is required by the applicable sign standards;
  - The location of the sign would not be unnecessarily distracting to motorists and would not cause inconvenience to pedestrians;
  - The design of the proposed sign(s) would contribute positively to the attractiveness of the area;
  - The alternative design would not be incompatible with nearby residential uses;
  - The alternative design would enhance the economic viability of its surroundings.

The application completeness review process is up to a 30-day process. If all items on this checklist are not submitted, the application will be deemed incomplete and rejected. If all required items on this checklist are submitted and determined to meet all requirements outlined in this document, the application shall be deemed complete and accepted for processing.